



**MINUTES
STATE RECORDS COMMITTEE
SEPTEMBER 16, 2004**

Karl Niederer, Secretary, called the 301st meeting of the State Records Committee to order at 10:08 on the above date. He stated that notice of the meeting had been posted in the Secretary of State's Office and published in the state's daily newspapers in conformance with the requirements of the Open Public Meetings Act.

ATTENDANCE:

SRC: Division of Archives and Records Management, Karl J. Niederer, Secretary
Office of the Attorney General's Office, John Turi, designee
Office of the State Auditor, Frederick Hansen, designee
Office of the State Treasurer, Albertha Hyche, designee

Staff: John Berry, Records Analyst I
Karen Perry, Records Analyst I
Vilirie D. Perry, Records Analyst I
Albin Wagner, Chief, Bureau of Records Management

Others: Rick Baldwin, Ron Marin, Doug Powell, Division of Employer Accounts,
Department of Labor and Workforce Development
Mike Preisig, Juvenile Justice Commission, Department of Law and Public Safety

MINUTES:

I. Approval of previous SRC Meeting Minutes: Upon motion, seconded the Committee voted to approve the minutes of the SRC meeting held August 19, 2004, three (3) "Yes", none (0) "No", and one (1) Abstained" (Niederer). The minutes from the Special SRC meeting held August 5, 2004 are in rough draft form, and will be presented at the next meeting.

II. ADMINISTRATIVE ACTIONS:

- A. Announcement of Approval of Destruction Authorization:** Secretary Niederer announced approval of routine records destruction request numbers # 57-349 through 57-568
- B. Image Processing System Renewals/Administrative Amendments:** None

III. OLD BUSINESS:

- A. Retention Schedules:** None

- B. Image Processing System Certification :** None
- C. Other: Proposed State Records Committee Regulations for Administrative Actions**

The proposed State Records Committee Regulations for Administrative Actions was reviewed by the Committee and there was one recommended change: Page 4, Item 4., the next to the last line which begins: "consultants who have business before the Committee, or unless the meeting has been previously designated as a public hearing by the committee" now should read "*consultants who have business before the Committee, or unless the meeting is designated as a public hearing by the committee*".

IV. NEW BUSINESS:

A. Retention Schedules:

- 1. Department of Education** presented by Karen Perry
Division of Abbott Implementation, Office of Planning and Design
Approved without change.
- 2. Local Schedules** presented by Karen Perry
 - a. County Community College, Academic Affairs**
 - i. Departmental Records**
Item: 0002-0002
Approved without change.
 - ii. Faculty Records -**
Item: 0007-0003
Approved without changed
 - b. General Schedule for County and Municipal Agencies**
Items: 0200-0004, 0200-0005, 0304-0004, 00305-0002, 0308-0004, 0517-0000 through 0517-0002, 0609-0003 through 0609-0004, and 0611-0000
Approved without change.
- 3. Department of Labor and Workforce Development** presented by Joseph Falca
Division of Employer Accounts, Employer Files
Item: 0008-0002
Approved without change.
- 4. Department of Law and Public Safety** presented by John Berry
Division of Juvenile Justice Commission, Juvenile Institutions
Approved with the following changes:
 - Item 0041-0000 change from "1 yr" (agency) to "2 yrs" (agency)
 - Item 0082-0000 change agency retention from "10 yrs following most recent discharge of inmate or until person confined therein reaches the age of 23, whichever is late" to: "10 yrs following most recent discharge of inmate or until person confined therein reaches the age of 23, whichever is later."

5. **State Four Year College** presented by Karen Perry

a. **Academic Affairs**

i. **Departmental Records**

Item: 0002-0002 only

Approved without change.

ii. **Faculty Records**

Item: 0007-0003 only

Approved without change.

B. **Image Processing Certifications:** None

V. **OTHER BUSINESS:** None

There being no further business, the meeting was adjourned at 10:36.

s/Karl J. Niederer
Karl J. Niederer
Secretary
State Records Committee